

CNET INSTRUCTION 12412.1

Subj: LONG-TERM AND EXECUTIVE TRAINING OPPORTUNITIES

Ref: (a) CNETINST 12410.4, Civilian Leadership Development  
(b) DoD Directive 1430.16, Defense Leadership and Management Program (DLAMP)

Encl: (1) Profiles of Long-Term and Executive Training Opportunities  
(2) Nomination Formats

1. Purpose. To provide guidance and assistance to Naval Education and Training command (NAVEDTRACOM) activities in maximizing long-term and executive training opportunities and to integrate training opportunities with the Civilian Leadership Development (CLD) Program (reference (a)) and DLAMP (reference (b)).

2. Background

a. Long-term and executive training opportunities are announced by both the Office of the Deputy Assistant Secretary of the Navy (ODASN) and the Chief of Naval Operations (CNO) to echelons I and II and servicing Human Resources Offices (HROs). Usually, these requests have a quick turnaround time that is passed to subordinate commands, often resulting in hastily prepared applications that are not the quality product desired.

b. Although exact dates of long-term or executive training opportunities are not known until the programs are announced for the current year, there are annual core blocks of time during which nominations are accepted by the sponsoring facility. It is Chief of Naval Education and Training's (CNET's) intent to provide a process that will allow NAVEDTRACOM to plan for long-term and executive training opportunities in a manner that will result in a high rate of approval.

3. Profiles of Training Opportunities

a. Most recurring, long-term, and executive training programs are profiled in enclosure (1); however, commands are not restricted to these program. Information regarding long-term executive level training opportunities may be obtained from servicing HROs, the internet, ODASN, or other sources.

b. Enclosure (1) provides a review of each program in alphabetical order. It profiles basic program information, sponsor (training facility), eligible grade levels, specific qualifications (if applicable), special nomination procedures (if different from routine nomination procedures), length of program, and location of the training. An annual CNET Notice 12412 will be promulgated to provide nomination due dates and estimated tuition costs. Further, CNO and ODASN routinely announce these programs to HROs. Specific program information, dates for the current year, and updated tuition costs may be obtained from your servicing HRO.

4. Action. Addressees shall:

a. Publicize the information contained in enclosure (1) to appropriate personnel.

b. Establish a process to monitor training opportunities and to solicit nominations from eligible personnel in a manner that will meet nomination due dates promulgated annually by CNET Notice 12412 (same subject).

c. Processes should consider CLD and DLAMP Program objectives described in references (a) and (b) and should reflect the command's support of training current and future leaders and managers. It is noted that the attached training opportunities are not separate from CLD programs, but are tools to fully implement CLD objectives at all levels.

d. Prepare nomination packages. Each nomination package must include:

(1) Nominee's current resume'

(2) Nominee's most recent performance appraisal

(3) Nomination forms contained in enclosure (2); this includes:

(a) The basic nomination form

(b) A statement by the nominee

(c) Endorsement by the nominee's supervisor or agency executive resources board as to nominee's executive potential and need for this training.

(d) A REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT (DD Form 1556). The name and address of training source needed for Blocks 19a and 19b of the DD1556 is provided on enclosure (1) under "Sponsor/Training Facility."

e. Unless specified otherwise, submit 4 copies of all nomination packages, via the chain of command, to reach CNET (OS2) by the applicable due date promulgated by the annual CNET Notice 12412.

f. Commands are responsible for funding tuition, travel, and per diem unless a specific program provides the resources or CNET issues a special announcement of funding.

g. CNET does not review training nominations for training events that require only a DD1556. If a training opportunity occurs that requires nomination via the chain of command, but is not included in this notice, provide nomination packages to CNET 30 days prior to the date established by the sponsor/training facility. The nomination procedures and format will be the same as listed above.

5. Approval Process. The CNET Civilian Leadership Board (CLB) will approve or disapprove each nomination. Nominations that are approved will be endorsed and forwarded to the ODASN via CNO. Nominations that are disapproved will be returned to the parent activity with an explanatory memorandum from the CLB.

/S/F.M. DIRREN, JR  
Vice CNET

Distribution (CNETINST 5218.2C):  
Lists I, II, III (1, 2, 25), and IV

**PROFILES OF LONG-TERM AND  
EXECUTIVE TRAINING OPPORTUNITIES**

**1. ASPIRING LEADER PROGRAM**

**Sponsor/Training Facility:**

Aspiring Leader Program  
Leadership Development Academy  
Graduate School, USDA  
600 Maryland Ave SW  
Washington, DC 20024-2520

**Program Information:** Prepares federal employees to be team leaders, supervisors and managers. Participants assigned to a Leadership Development team during orientation. Strengthens basic competencies including oral and written communications, problem solving, leadership, inter-personal skills, self-direction, flexibility, decisiveness, and technical competence. Designed around classroom learning and self-study. Requires absence from primary jobs a minimum of 45 days (three 15-day residential seminars in the DC area). Seminars include daily classroom studies, some evening sessions, and developmental work assignments outside the classroom. Can be tailored to each participant.

**Eligible Grade Levels:** GS-05, 06, and 07

**Qualifications:** Motivated self-starter whose career plan includes leading or working with self-directed teams. Must have access to computer with printer and modem, and internet e-mail. Participants must coordinate plan preparation with their first line supervisor and the Activity CLD Administrator to ensure appropriate support.

**Location of Training:** Washington, DC and on-site

**Length of Program:** Spread out over the year

**Dates of Sessions:** Starting months are January, May, and August

**Special Conditions:**

a. Tuition includes meals for first two residential seminars. \$400 fee for cancellations during first week of course, no refund after first week of course convening date.

b. In addition to regular nomination procedures, include a written statement from first line supervisor assessing nominee's potential. Also provide name, title, agency mailing address, and work telephone number of the first line supervisor and CLD program administrator.

## 2. CAPITOL HILL FELLOWSHIP PROGRAM

### **Sponsor/Training Facility:**

Government Affairs Institute (GAI) at Georgetown University  
3333 K Street, NW, Suite 112  
Washington, DC 20007

**Program Information:** Provides Executive Branch employees an opportunity to serve full-time assignments with the Congress, gaining a better understanding of how the Legislative Branch of Government works and how congressional decisions affect agency programs. This is a training opportunity - not a work detail. Fellows remain Federal employees throughout their tenure on Capitol Hill and are paid by their parent agency. They participate in regular training sessions offered by the institute while also carrying out the duties of a congressional personal staffer or committee staffer.

**Eligible Grade Levels:** Normally GS-13 and above, GS-12s considered on a case-by-case basis under special circumstances.

**Qualifications:** Two years in Executive Branch, capability of working complex issues with short deadlines, ability to work independently, and flexibility in work environment.

**Location of Training:** Washington, DC

**Length of Program:** Either 1 year or 7 months (see below)

**Dates of Sessions:** Orientation for both sessions is in December; both programs begin in January. The 7-month program ends in August, the 12-month program ends in December.

### **Special Conditions:**

a. Provide a writing sample in the form of a memo or paper written by the applicant. The subject may be anything that demonstrates ability to communicate. DD1556 not required until applicant has been accepted into a Fellowship Program.

b. Optional graduate credits may be earned for an additional fee (approximately \$50 each). There are 3 credits for the 7-month program and 6 for the 12-month program.

## 3. CONGRESSIONAL FELLOWSHIP PROGRAM (FORMERLY THE ELMER D. BALL CONGRESSIONAL FELLOWSHIP PROGRAM)

### **Sponsor/Training Facility:**

U.S. Department of Agriculture (USDA)  
USDA Graduate School  
Attn: Ball Fellowship Program  
1400 Wilson Boulevard, Suite 1200  
Arlington, VA 22209-2313

**Program Information:** Designed for hands-on understanding of legislative issues and congressional culture. An opportunity to experience Congress from the inside and to gain an in-depth understanding of the operations and the specialized terminology of the Hill. Attempts are made to match Fellows' skills and talents with requests received from congressional offices. Placements may be made in the Senate or House of Representatives, in Member's offices, or on committee staffs.

**Eligible Grade Levels:** GS/GM 13-15; however, other qualified candidates will be considered on a case-by-case basis. Also available to O-5 and above (military).

**Qualifications:** Since assignments are made based on the nominees' background, applications should include special skills and talents that represent their strongest professional competencies.

**Location of Training:** Washington, DC

**Length of Program:** One year or 6 months (see below)

**Dates of Training:** Orientation in January; assignments begin in February. Mid-year session may be offered beginning in June.

**Special Conditions:** Attach writing sample (report or in-depth memo) written by the applicant to the nomination package. Based on USDA requirements, nominations for both sessions are due at the same time and should specify the session requested.

#### 4. CONGRESSIONAL FELLOWSHIP PROGRAM

**Sponsor/Training Facility:**

American Political Science Association  
1527 New Hampshire Avenue NW  
Washington, DC 20036

**Program Information:** Federal executives work as congressional aides for 9 months to gain a working knowledge of the legislative branch. Orientation provides opportunity for selectees to seek positions in offices of Members of Congress or in congressional committees through interview and negotiation processes. Fellows are expected to change Houses by mid-April.

**Eligible Grade Levels:** GS/GM 13-15

**Qualifications:** Two years in Federal Service in the Executive Branch, interested in legislative process and public affairs, demonstrated commitment to public service, ability to adapt to new and diverse working environments, and ability to show relevance of a congressional experience to career goals.

**Location of Training:** Washington, DC

**Length of Program:** None to 12 months, minimum of 6 months off-site

**Dates of Sessions:** Orientation during November. Office assignments usually run from December through August.

**Special Conditions:**

a. Travel funds for one "home visit" should be provided by the Fellow's sponsoring activity. Submit 6 (vice 4) copies of the nomination package. The selection committee will only consider applications that are legible and well organized. They will not accept detailed academic typed transcripts.

b. There is an additional fee (approximately \$3,000) if the nominee is sent to the Foreign Affairs Fellows Program - an intensive 8-week course "Congress and Foreign Policy," at the Johns Hopkins University, held from September to November prior to the actual Fellows program.

5. COUNCIL FOR EXCELLENCE IN GOVERNMENT (CEG) FELLOWS PROGRAM

**Sponsor/Training Facility:**

Council for Excellence in Government  
1301 K. Street NW  
West Tower, Suite 450  
Washington, DC 20005

**Program Information:** Fellows meet with Council Principals, Government Executives, and other public and private sector leaders who have successfully led results-driven organizations in government organizations around the country to gain first-hand knowledge about managing for results.

**Eligible Grade Levels:** GS-14 and above

**Qualifications:** Selections will be made based on evidence of the candidate's sustained superior performance, knowledge and application of management principles, and interest in assuming executive roles in Government; strong support from nominating activity for candidate's career development; and a personal interview held by former Fellows.

**Location of Training:** Washington, DC and undetermined off-sites

**Length of Program:** One year

**Dates of Sessions:** Orientation (1 day) in June with site visits and assignments beginning in September

**Special Conditions:**

- a. Site visits are required. Annual cost is approximately \$2,000 (travel/per diem).
- b. The CEG promulgates an annual package containing detailed information, dates, and application forms. Nominees should use those forms, available from servicing HROs or the CNET HRO Office ((850) 452-4875 or DSN 922).

**6. DEFENSE LEADERSHIP AND MANAGEMENT PROGRAM (DLAMP)****Sponsor/Training Facility:**

Department of Defense

**Program Information:** DLAMP is a systemic DoD-wide program that provides the framework for developing future civilian leaders with DoD-wide capabilities. One hundred sixty SES billets have been identified for DLAMP participants. Only personnel who successfully complete DLAMP will be eligible for these 160 billets.

**Eligible Grade Levels:** Currently GS-14 and 13; however, the program will include GS-12s in the next FY. GS-12s may be able to apply during FY99.

**Qualifications:** Appropriate grade level, organizationally/occupationally mobile; agree to serve three times the length of education that exceeds 26 weeks; able to participate effectively in graduate level courses; and able to obtain a Top Secret clearance (in accordance with DoD 1400.25-M, CPM 410G for participation in National Defense University Programs).

**Location of Training:** Varies. The program incorporates four elements, which impact on location. These elements are a minimum of:

- a. Three months of military education (Senior Service School)
- b. Ten 2-week graduate level courses at/from a new center for Civilian Leadership Development in Southbridge, MA
- c. Mandatory rotational assignment of at least 12 months
- d. Component and occupation specific developmental courses

**Length of Program:** Spaced over 6 years, with the participant remaining in his/her current position, obtaining some training off-site and some on-site.

**Dates of Sessions:** Starts in January, session dates vary



**Special Conditions:**

a. All costs (i.e., tuition, travel, per diem, and participant's salary) are reimbursed by DoD.

b. DLAMP nomination form, education history, career history (3-page limit on resume'), description of how candidate meets executive core competencies (3-page limit), and a letter of endorsement from the supervisor.

**7. EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM (ELDP)****Sponsor/Training Facility:**

Department of Defense  
1400 Key Boulevard, Suite B200  
Arlington, VA 22209-5144

**Program Information:** Promotes greater understanding of the DoD mission, parallels the methodology of military training, focuses on increasing eligible civilian personnel for promotion to executive positions, provides cross-agency exposure for mid-level personnel. Requires extensive amount of own time on reading assignments, written analyses of problems, and preparation of oral presentations. Participants remain in their positions during the program except for 50-55 days of intensive training, briefings, and field trips.

**Eligible Grade Levels:** GS-12s and 13s, also open to O-3 military who are promotable to O-4

**Qualifications:** Minimum of 3 years service as a career employee with the DoD, high potential with history of superior/exceptional performance, Baccalaureate (or equivalent) degree, Secret (or interim Secret) security clearance, Individual Development Plan reflecting initiative in preparing for more demanding executive assignments, and a personal commitment to DoD with intent to pursue a DoD career. Military must have successfully graduated from a department head school or equivalent.

**Location of Training:** Washington, DC

**Length of Program:** One year

**Dates of Training:** Read-ahead material is provided in August, workshops begin in September.

**Special Conditions:**

a. NO9B will fund for participants nominated for OPNAV principal.

b. Do not use nomination forms specified in this notice. Submit a signed/authorized DD1556 and the four-page application form provided by ELDC (available from servicing HROs or the CNET HRO Office (DSN 922-4875 or (850) 452-4875)).

8. EXECUTIVE POTENTIAL PROGRAM (EPP)

**Sponsor/Training Facility:**

USDA Graduate School  
Executive Potential Program, Suite 1200  
1400 Wilson Boulevard, Suite 1200  
Arlington, VA 22209

**Program Information:** Provides a framework for participants who demonstrate exceptional managerial or executive potential and assists them in acquiring or enhancing the competencies needed to become successful Federal managers. Participants will complete developmental work assignments and will be assigned to cluster groups during orientation. This program is designed around the Leadership Effectiveness Framework (LEF) which forms the basis for the Civilian Leadership Development Program outlined in reference (a).

**Eligible Grade Levels:** GS-13s and 14s

**Qualifications:** Open to career/career conditional, full-time, permanent, Federal employees who have demonstrated significant managerial or executive potential. Participants may be entry level managers with limited formal managerial training or be expected to assume responsibility for programmatic or policy leadership in their department or agency in the near future.

**Location of Training:** Within 300-mile radius of Washington, DC

**Length of Program:** Twelve months, minimum of 6 months off site

**Dates of Training:** Begins in March of each year

**Special Conditions:**

a. Some meals provided in tuition fee.

b. Nominees must have a career member of the SES serve as a mentor in an advisory capacity during design of the Individual Development Plan and throughout the program.

9. EXECUTIVE SEMINAR CENTER PROGRAMS

**Sponsor/Training Facility:**

Executive Seminar Center  
One White Oak Road  
Wilmington, DE 198009

**Program Information:** Five programs designed for executives:

a. Aspen Institute Executive Seminar. Examines central concepts of democracy; explores historical and philosophical roots of today's crucial issues; develops executive judgment, leadership, vision, integrity; and reinforces traditional American values. 80 hours.

b. Senior Manager's Program. Social Political Economic and Governmental Trends impact; new organization structures, leadership styles, workforce/group configurations, new leadership strategies and techniques; directing/leading change, innovation and transformation; rebuilding and renewing the individual and the organization. 40 hours.

c. Supervisory Development Program. Planning and goal setting; individual/group communications; motivating, coaching and counseling; team building and conflict resolution; win-win negotiations; personal, legal, and ethical aspects of leadership. 40 hours.

d. High Performing Work Teams. Traditional cross-functional problem solving, team building, communications, dealing with conflict constructively and effectively. 16 hours.

e. Special Seminar for Administrative Officers. Federal Budget process/cycle; planning, using, and monitoring operating budgets; federal contracting and procurement; current personnel programs and procedures; personal effectiveness skills, managing time and energy, problem solving, conflict resolution. 24 hours.

**Eligible Grade Levels:** SES members, Flag Officers, O-6s, and GS/GM-15s.

**Qualifications:** None. These are courses, not programs; however, CNO requires echelons I and II to prioritize applications.

**Location of Training:** Washington, DC area with exception of the Aspen Institute Executive Seminar, which is in Aspen, Colorado.

**Length of Program:** Two-five days each

**Dates of Training:** Varies, contact your servicing HRO office for start dates each year. If not available locally, you may contact the CNET HRO Office at (850) 452-4875 or DSN 922-4875.

**Special Conditions:** No applications required, submit only DD1556s to CNET for prioritizing and forwarding to CNO (N09BD).

10. JOINT WAR COLLEGES (National Defense University (NDU) and Naval War College (NWC))

**Sponsor/Training Facility:**

Department of Defense

**Program Information:**

a. NWC: Focus is on national security and military strategies. Prepares future leaders of the armed forces, Department of State, and other civilian agencies for high-level policy, command, and staff responsibilities.

b. ICAF (NDU): Focus is on national security resources and the resource component of national power and its integration into national security strategy. Applicants should normally not have more than 23 years of Federal Service and indicate a willingness to accept reassignment or relocation.

c. AFSC (NDU): Seven of 10 quotas are earmarked for senior acquisition professionals from the following career fields:

- Auditing
- Program Management
- Purchasing
- Communication and Computer System Acquisition
- Contracting (including construction)
- Quality control and Assurance
- Industrial Property Management
- Systems Planning, Research, Development, and Engineering
- Test and Evaluation
- Manufacturing and Production
- Acquisition Logistics
- Business, Cost Estimating, and Financial Management
- Education, Training, and Career Development
- DLA Multi-function Management

**Eligible Grade Levels:** Civilian career executives, GS-13 and above who are identified by their organization as on the track for executive-level service and O-5 and above military who have recently completed an operational tour (preferably in a command-level assignment), previous joint experience, and graduation from an intermediate service college program.

**Qualifications:** Nominees must have at least a baccalaureate degree and must be acceptable under the intent and program goals of DLAMP (reference (b)). Further, they should have broad experience in areas of national security policy and strategy (rather than administrative backgrounds) to ensure fullest benefit to student colleagues and the program. Top Secret clearance based on SSBI, or initiate an SSBI for access to Sensitive Compartmented Information (SCI).

**Location of Training:** NDU--Washington, DC; NWC--Newport, RI

**Length of Program:** One year

**Dates of Training:** August through June of the following year

**Special Conditions:**

a. No Tuition cost. DOD covers TDY or PCS costs and reimburses selectees' FTE salaries.

b. NDU promulgates an annual package containing information, dates, and application forms regarding each of these programs. Nominees should use these forms (available from servicing HROs or the CNET HRO Office, DSN 922-4875). Applications must be typed, extensions will not be granted, and late applications will be returned. Final acceptance by the University will be based on the relevance of applicant's background and professional experience to the particular curriculum focus of the college.

11. LEGIS FELLOWS PROGRAM

**Sponsor/Training Facility:**

The Brookings Institution  
The Legis Fellows Program  
1775 Massachusetts Avenue, NW  
Washington, DC 20036-2188

**Program Information:** Fellows receive instruction and hands-on experience on Capitol Hill through training and developmental activities consisting of an intensive 3-week orientation on the operations and organization of Congress; guidance and assistance in identifying an assignment in the Legislative Branch; a full-time assignment on the staff of a member, committee, or support agency of Congress; and regularly scheduled instructional seminars on Capitol Hill.

**Eligible Grade Levels:** GS-14 and above. GS-13s will be considered on a case-by-case basis under special circumstances. Military 0-5 and above are also eligible.

**Qualifications:** Managers who require a working knowledge of the operations of Congress with at least 2 years service in the Executive Branch. Requires demonstrated flexibility in work habits, ability to work in unstructured environment, ability to work independently with little supervision or direction, and a significant interest in the organization and practices of the Legislative Branch.

**Location of Training:** Washington, DC, with visits to districts or states of host member of Congress.

**Length of Program:** Three sessions, 1 year or 7 months (see below)

**Dates of Training:**

12-month winter session: Jan - Dec  
07-month winter session: Jan - Aug  
07-month spring session: May - Dec

**Special Conditions:** Fellows may be asked to travel to the district or state of the host member to carry out work in connection with the assignment phase of this program. Since congressional rules prohibit Congress from paying for travel by non-Legislative Branch personnel, funding for such travel must be provided by the Fellow's agency at the agency's discretion.

**12. NEW LEADER PROGRAM (NLP)****Sponsor/Training Facility:**

Graduate School, USDA  
Career Development Programs  
New Leader Program  
1400 Wilson Boulevard, Suite 1200  
Arlington, VA 22209-1312

**Program Information:** Provides training and development foundation of team leadership skills, with appropriate agency developmental experiences. Focus on nine basic competencies: leadership, problem solving, self-direction, flexibility, interpersonal skills, decisiveness, written communication, oral communication, and technical competence.

**Eligible Grade Levels:** GS-7 through 11

**Qualifications:** Full-time Federal employees with high potential for leadership OR who are new to leadership position (first line supervisors, team leaders, project leaders, administrative support, team leaders, project leaders, administrative support, and members of self-directed work teams).

**Location of Training:** Within 150-mile radius of Washington, DC

**Length of Program:** Six-month programs (offered twice annually)

**Dates of Training:** Usual start dates are January and May

**Special Conditions:**

a. Tuition includes some meals, travel, and lodging additional. However, lodging costs will be at or below per diem rates for the residential training locations.

b. In addition to off-site training program, in-house development opportunities will be required (the activity identifies these activities).

### 13. WOMEN'S EXECUTIVE LEADERSHIP PROGRAM (WELP)

**Sponsor/Training Facility:**

U.S. Office of Personnel Management (OPM)  
Women's Executive Leadership Program  
Career Development Programs Division  
1400 Wilson Boulevard, Suite 1200  
Arlington, VA 22209-2312

**Program Information:** Provides supervisory/managerial training and developmental opportunities tailored to each participant's developmental needs, focuses on competencies and effectiveness characteristics needed to be a successful supervisor or manager.

**Eligible Grade Levels:** GS-11 and 12

**Qualifications:** Less than one year supervisory experience with demonstrated potential and motivation to participate fully in all components of the year-long program. Despite the title, both males and females are eligible to participate.

**Location of Training:** Divided between the participant's own work site and the Washington, DC metropolitan area and surrounding residential training sites.

**Length of Program:** Twelve months, minimum of 5 months off site

**Dates of Training:** Begins in July

**Special Conditions:**

a. Tuition includes meals and may be split between two fiscal years.

b. CNET will complete the WELP Course Data form required by OPM from information contained in the nomination package. Failure to provide all requested information will result in the nomination being returned.

**U.S. DEPARTMENT OF THE NAVY  
NOMINATION FORMAT**

PROGRAM NAME: \_\_\_\_\_

SESSION DATES: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

GRADE AND SERIES: \_\_\_\_\_

JOB OR POSITION TITLE: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WORK TELEPHONE NUMBERS:

COMMERCIAL (     ) \_\_\_\_\_ DSN \_\_\_\_\_ FAX \_\_\_\_\_

INTERNET ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SERVICING HUMAN RESOURCES OFFICE: \_\_\_\_\_  
and ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLD ADMINISTRATOR or  
TRAINING POINT OF CONTACT: \_\_\_\_\_

TELEPHONE NUMBERS:

COMMERCIAL: \_\_\_\_\_ DSN: \_\_\_\_\_ FAX \_\_\_\_\_

INTERNET ADDRESS \_\_\_\_\_



CNETINST 12412.1

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PROGRAM

APPLICANT: \_\_\_\_\_

**STATEMENT BY NOMINEE**

In one page or less, explain your need for this training, the relevance of the training to your career goals, and how the training will be utilized in the agency.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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PROGRAM

APPLICANT: \_\_\_\_\_

**ASSESSMENT OF NOMINEE'S EXECUTIVE POTENTIAL AND NEED FOR TRAINING**

To be completed by immediate supervisor or SES component Executive Resources Board.

\_\_\_\_\_  
Immediate Supervisor (typed name and signature)\_\_\_\_\_  
Date\_\_\_\_\_  
Second level Supervisor (typed name and signature)\_\_\_\_\_  
Date\_\_\_\_\_  
Command or Activity Head (typed name and signature)\_\_\_\_\_  
Date